

# **BROOKINGS COUNTY COMMISSION MEETING**

**Tuesday, February 8, 2005**

The Brookings County Board of County Commissioners met in regular session on Tuesday, February 8, 2005, with the following members present: Dennis Falken, Mary Negstad, Donald Larson, Deanna Santema, and Emil Klavetter. Also present: Stephanie Vogel, Wm. Mark Kratochvil, Kelly Bakken, Robert Hill, Ted Eggebraaten, Martin Stanwick, Donna Ramsay, Marlene Knutson, Dick Edenstrom, Justin Hyde, Dennis Gerjets, Irene Pierce, Brian Eclov, and Jill Fier.

## **CALL TO ORDER**

Chairperson Falken called the meeting to order.

## **CONSENT AGENDA**

Chairperson Falken declared the Consent Agenda approved with no objection from the board. The Consent Agenda consisted of the agenda for the February 8, 2005 Commission Meeting, and the minutes from the February 1, 2005 Commission Meeting. Welfare Matters: Case # 05-010 for hospital was denied; Case # 05-011A for rent was approved; Case # 05-019 for rent was approved; Case # 04-101 for hospital was denied; Case # 05-023 for utilities was denied.

## **ROUTINE BUSINESS**

Motion by Negstad, seconded by Klavetter, to approve the following claims. Roll Call Vote: Larson "Aye," Negstad "Aye," Santema "Aye," Klavetter "Aye," Falken "Aye." Motion passes. A&M Radio, alarm panel \$240.00; Action Serving Process, service fees \$31.40; Duane Ahlers Rentals, rent \$285.00; Teresa Anderson, mileage \$37.12; Animal Medical Care, ear tag cutter \$7.00; Martha Aragon, translation \$35.44; Cyndi Ault, payroll advance \$500.00; City of Aurora, reimbursement (truck) \$11,800.00; Avera Bkgs Medical, medical \$109.51; Avera Health Plans, cobra insurance \$463.88; Kelly Bakken, payroll advance \$500.00; Bob Barker Company, uniforms/toiletries \$1,708.39; Bonde Signs, car striping \$50.00; Brian's Tint Plus, tint light \$40.30; Bkgs Area Chamber, membership investment \$225.00; Bkgs City, utilities \$9,608.44; Bkgs Clerk of Courts, juvenile restitution \$5,507.55; Bkgs Co Treasurer, detention costs/delinq taxes \$1,382.85; Bkgs Police Dept, dispatch \$35,000.00; Denise Brown, payroll advance \$500.00; Vicki Buseth, meals/mileage \$79.72; CDW Government, copier/scanner \$616.94; C&K Rentals, rent \$304.00; Calhoon & Kratochvil, copies/supplies/office equipment \$2,016.71; Karan Calhoon, office supplies \$13.20; Cellular One, telephone \$554.14; Central Business Supply, supplies \$352.24; Chemco Inc, janitorial supplies/vacuums \$928.90; Chief Supply, gloves \$27.97; Cover To Cover, book \$17.56; Dave's Collision Repair, parts/labor \$755.60; Dell Marketing, computers/printers/monitors \$4,992.64; Direct Check, execution \$60.39; East-Central MH/CD, FCIP/qtrly payment \$13,423.89; East Dakota Water, monthly water conserv \$766.69; Einspahr Auto Plaza, car repair \$434.92; Dennis Falken, meals/mileage \$143.24; First Bank & Trust, checks/deposit tickets \$127.00; Robert Fite, CAA \$360.85; Foerster Wholesale, paper \$189.00; GP Downtown Tire, gas \$36.00; Governor's Inn, room \$452.00; Bryan Gums, transport \$201.48; James Hagedorn, payroll advance \$500.00;

Harold's Printing, envelopes/letterhead \$964.10; Harold's Photo, photo finishing \$27.14; Patricia Hartsel, transcript \$16.80; Hauff Mid-America Sports, shirt \$20.00; Gary Heldt, registration \$180.00; Hillyard, supplies \$146.29; Homestead Do-It, frame \$9.69; Hy-Vee, supplies \$13.74; Inter-Lakes Community Action, support worker \$1,258.00; ITC, database \$713.45; Janitor's Closet, janitorial supplies \$25.85; Jodi K. Jensen, CAA \$1,049.83; Randy Jensen, meeting/mileage \$43.96; Jetta International, adaptor \$88.00; Jerome Johnson, transcripts \$257.40; Mary Kidwiler, meeting/mileage \$43.00; Emil Klavetter, meals/mileage \$42.20; Darrel Kleinjan, meeting/mileage \$47.16; Mel Kloster, meals/mileage/registration \$136.80; Dale Kneebone, payroll advance \$500.00; Duane Knutson, meeting/mileage \$37.88; Kelly Koenig, execution \$465.00; McLeod Co Sheriff, service fees \$30.00; MCI, telephone \$396.50; Maintenance Engineering, light bulbs \$365.54; Mediacom, internet \$55.95; Medtronic EM Response Systems, battery kit \$263.92; Mills Property Mngt, rent \$800.01; Minnehaha Co Treasurer, MV notices \$75.87; Chad Munsterman, execution \$98.59; Nat'l 4-H Council, calculators/mug \$26.42; Darrel Nelson, meeting/mileage \$41.08; Nielsen's, labor \$518.27; Sean O'Brien, CAA \$289.10; Jody Odegaard-Smith, CAA \$525.80; Office Systems, printer/supplies \$2,133.38; Mike Olson, meeting/mileage \$49.08; Robert Olson, payroll advance \$500.00; Perkins Storage & Transfer, moving costs \$650.50; Bella Petersen, payroll advance \$500.00; Jeff Pitts, rent \$400.00; Kristi Purucker, refund \$8.00; Qualified Presort, MV notices \$674.64; Quill, office supplies \$1,419.61; RF Ideas, air badges \$246.00; RFD News, publications \$1,265.27; Reliable Corp, office supplies \$294.78; Daniel Rettedahl, rent \$325.00; Dept of Revenue, MV/birth & death fees/blood tests/catastrophic poor/nurses payment/admin fees \$313,083.79; Richard-Ewing Equip, rod \$32.15; Robert Rochel, meeting/mileage \$45.56; Running's Big R, hardware \$36.63; Layne Saathoff, meeting/mileage \$49.72; Deanna Santema, meals/mileage \$354.24; SD Dept of Rev, tax lien \$117.75; SD Dept of Health, flu shots \$60.00; SDSU Workstudy, workstudy \$159.39; Securicor Inc, monitoring \$101.64; Sioux Falls Two Way Radio, pagers \$2,659.65; Sprint, telephone \$44.21; State of SD, network access fees \$50.93; Rose Stee, meals/mileage \$102.52; Stacy Steffensen, meals/mileage \$136.24; Bart Sweebe, payroll advance \$500.00; Laurie Tangen, meals/mileage/supplies \$130.46; Krista Thompson, payroll advance \$500.00; Lionel Torgrude, meals/mileage \$390.36; Turning Point, foster care \$1,350.00; UltraMax, practice ammo \$336.00; US Postal Service, postage \$1,000.00; VandenBerg Law, CAA \$646.50; Verizon, telephone \$94.39; Viking Office Products, supplies \$431.92; Barry Vlasman, CAA \$152.89; Stephanie Vogel, meals/mileage \$190.44; Wagner Real Estate, inspection fees \$600.00; Wal-Mart, supplies \$344.48; Terry Wieczorek, CAA \$2,362.15; Xerox, copier maintenance \$111.46; Larry Ziegler, execution \$184.00; Juror/Witness Fees: Kelly Blum \$40.00; James R. Grav \$23.20; Amanda Huska \$20.00; Earl Popham \$35.36; Leona Pray \$39.20; Lou Ann Solem \$24.48.

Deputy Auditor, Kelly Bakken presented the board with the Auditor's Report.

Be it noted, the salaries and personnel changes for the month of January 2005 are as follows: Longevity Increase: Clyde Calhoon \$160.00; Beverly Chapman \$40.00; Jon Pike \$45.00; Carolyn Brandt \$30.00; Susan Rufer \$40.00; Ida Slocum \$55.00; Martin Stanwick \$35.00; and Brian Franklin \$30.00. Step Raise: Carolyn Brandt from \$10.85 to \$11.07; Brad Barron from \$14.27 to \$14.52; Sylvester Billet from \$14.27 to \$14.52; Josh Bobzien from \$11.47 to \$12.05; Brian Franklin from \$14.25 to \$14.97; Steve Groon from \$42,389.00 to \$45,879.00; Darin Haider from \$16.91 to \$17.72; Steve Haro from \$18.18 to \$19.06; Shawn Hostler from \$14.54 to \$15.27; Larry Jensen from \$36,390.00 to \$39,710.00; Larry Klingbile from \$15.61 to \$15.89; Kent Krogh from \$10.77 to \$11.29; Stephanie McCormick from \$11.70 to \$12.29; Deb Piere from \$11.47 to \$12.05; Jon Pike

from \$18.18 to \$19.06; Susan Rufer from \$13.88 to \$14.55; Lori Schultz from \$14.63 to \$15.34; Scott Sebring from \$16.91 to 17.72; Jean Stoeber from \$11.92 to \$12.13; Amber Tekrony from \$11.47 to \$12.05; Steve Tietjen from \$39,564.00 to \$41,542.00. New Hire: GIS Coordinator, James Hagedorn @ \$17.42; Part-time Correctional Officer, Robert Walsh @ \$11.82. Commission \$9,969.74 Auditor's Office \$10,478.39; Treasurer's Office \$11,592.70; States Attorney's Office \$19,351.14; Custodial Buildings \$4,571.36; Director of Equalization \$15,391.40; Register of Deeds \$7,503.82; Veteran's Service Officer \$3,214.33; Sheriff's Office \$32,832.48; County Jail \$29,220.03; Contract Law Enforcement \$6,222.49; Contract Law Elkton \$762.11; Emergency Management \$5,550.70; Drainage \$1,068.97; Highway \$51,946.13; Welfare \$2,882.64; Community Health Nurses \$2,179.12; Women, Infants, & Children \$2,006.28; County Extension \$4,098.48; Weed Control \$2,888.44; Planning & Zoning \$3,196.67.

Be it noted, Chairperson Falken signed claims for the following—AFLAC, insurance \$2,261.42; AFLAC Flex-One \$85.00; Office of Child Support Enforcement, child support \$555.00; Delta Dental, insurance \$2,558.78; Flex One, unreimbursed medical \$1,628.50; Local Teamsters, union dues \$877.00; SDRS, retirement \$27,800.78; SDRS Supplemental, retirement \$3,080.00; EFTPS \$50,929.86; Wellmark Blue Cross, insurance \$40,504.79; Midwest Benefits, life insurance \$492.00.

Motion by Negstad, seconded by Larson, to approve the following Automatic Supplement for unanticipated expenses incurred and reimbursement made to Brookings County. Department: Emergency Management; Amount: \$24.02; Reason: Reimbursement; Receipt # 90470: Line #22600X4295222. Roll Call Vote: Negstad "Aye," Santema "Aye," Klavetter "Aye," Larson "Aye," Falken "Aye." Motion passes.

### **REGULAR BUSINESS**

Motion by Klavetter, seconded by Santema, to appoint Carole Johnson as the Brookings County Representative to the Hospital Board. Roll Call Vote: Santema "Aye," Klavetter "Aye," Larson "Aye," Negstad "Aye," Falken "Aye." Motion passes.

Zoning and Drainage Director, Robert Hill met with the board to discuss the 911 Residential Sign Project. Motion by Larson, seconded by Santema, to authorize Zoning and Drainage Director, Robert Hill to call for bids for the 911 Residential Sign Project. Roll Call Vote: Klavetter "Aye," Larson "Aye," Negstad "Aye," Santema "Aye," Falken "Aye." Motion passes.

Sheriff, Martin Stanwick met with the board to discuss and present the 2004 Brookings County Sheriff's Office Annual Report.

Commission Assistant/Human Resource Director, Stephanie Vogel met with the board to discuss Personnel Matters, the Renewable Energy Conference, Leadership Brookings, the Proposed 911 Residential Sign Project, Legislative Updates, Health Insurance Legislation, Correspondence, and Invitations.

Motion by Klavetter, seconded by Larson, to approve and authorize Chairperson Falken to sign the Request to Fill Vacancy for the Jail Administrator position in the Sheriff's Department. Call Vote: Larson "Aye," Negstad "Aye," Santema "Aye," Klavetter "Aye," Falken "Aye." Motion passes.

Be it noted, the Board approved the following Personnel Action Notices: Transfers: Steve Tietjen from Jail Administrator to Sergeant Investigator and Bart Sweebe from Correctional Officer to Jail Administrator.

### **COMMISSIONER'S OPEN DISCUSSION**

Commissioner Larson reported on the Government Affairs Committee Meeting, and updated the board on the SDSU Growth Partnership Research Park.

Commissioner Negstad reported on the BATA Board Meeting, the E911 Meeting and the I-29'ers Meeting.

Commissioner Klavetter reported on the Planning & Zoning Board Meeting.

Commissioner Santema reported a meeting with a concerned citizen.

Commissioner Falken reported on the Workers Compensation Board of Trustees Meeting, the E911 Meeting, and the Housing Meeting.

Donna Ramsay met with the board to discuss clean up and cost concerns pertaining to Concentrated Animal Feeding Operations.

Sheriff, Martin Stanwick met with the board to discuss concerns with smaller Animal Feeding Operations.

### **PUBLIC HEARING**

As scheduled, a public hearing was held at 10:00am for Brookings County's application for a \$309,000.00 Community Development Block Grant in order to assist the Brookings Area Domestic Abuse Shelter Board to purchase a building. Chairperson Falken read the Notice of Public Hearing. Chairperson Falken opened the Public Hearing and called for comments from both proponents and opponents. Marlene Knutson with First District distributed, discussed, and finalized the Community Development and Housing Needs Assessment Plan for Brookings County. Knutson discussed the entire Community Development Block Grant procedure and distributed Resolutions # 05-08 and # 05-09 for approval. Dennis Gerjets and Justin Hyde spoke for the Brookings Area Domestic Abuse Shelter Board. Chairperson Falken closed the Public Hearing.

Motion by Negstad, seconded by Santema, to approve and authorize Chairperson Falken to sign the Community Development and Housing Needs Assessment Plan for Brookings County. Role Call Vote: Negstad "Aye," Santema "Aye," Klavetter "Aye," Larson "Aye," Falken "Aye." Motion passes.

Motion by Santema, seconded by Klavetter, to approve and authorize Chairperson Falken to sign Resolution 05-08 a Resolution for the CDBG Application. Role Call Vote: Santema "Aye," Klavetter "Aye," Larson "Aye," Negstad "Aye," Falken "Aye." Motion passes.

## **RESOLUTION # 05-08**

WHEREAS, Brookings County/Domestic Abuse Shelter Board has identified the need for a permanent location, and

WHEREAS, Brookings County proposes to assist the Domestic Abuse Shelter Board with the purchase of a facility, and

WHEREAS, Brookings County is eligible for Federal assistance for the proposed project, and

WHEREAS, Brookings County has held the required public hearing on Tuesday, February 8, 2005, at 10:00 a.m., and

WHEREAS, with the submission of the CDBG application Brookings County assures and certifies that all CDBG program requirements will be fulfilled, and

THEREFORE, BE IT RESOLVED that Brookings County duly authorizes the Chairperson of the Brookings County Commissioners to sign and submit the CDBG application requesting up to \$309,000 of funds.

This resolution is effective immediately upon passage.

Adopted this 8th day of February, 2005.

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Dennis Falken, Chairperson  
Brookings County Board of County Commissioners

ATTEST: \_\_\_\_\_  
Janet Willmott, Auditor  
Brookings County

Motion by Klavetter, seconded by Negstad, to approve and authorize Chairperson Falken to sign Resolution 05-09 a Resolution Designating Chairperson Falken as Brookings County's Environmental Certifying Officer for the Purpose of Signing Environmental Correspondence and other Documents. Role Call Vote: Klavetter "Aye," Larson "Aye," Negstad "Aye," Santema "Aye," Falken "Aye." Motion passes.

## **RESOLUTION # 05-09**

WHEREAS, Brookings County, on behalf of the Brookings Domestic Abuse Shelter Board, expects to be the recipient of a Community Development Block Grant from the US Department of Housing and Urban Development as administered by the State of South Dakota to assist with the purchase of a structure; and

WHEREAS, Brookings County is required to designate a certifying officer for the purpose of signing required documents pertaining to this grant;

NOW, THEREFORE BE IT RESOLVED, that the Chairperson of the Brookings County Commissioners, be hereby designated as the county's official for the purpose of signing the CDBG grant agreements, contracts, correspondence, pay requests, and other required documents; and

WHEREAS, Brookings County is required to designate an environmental certifying officer for the purpose of signing required environmental documents pertaining to this grant;

NOW, THEREFORE, BE IT RESOLVED, that the Chairperson of the Brookings County Commissioners, be hereby designated as the county's environmental certifying officer for the purpose of signing environmental correspondence and other required documents and forms.

This resolution is effective upon passage.

Dated this 8th day of February, 2005.

By: \_\_\_\_\_  
Dennis Falken, Chairperson  
Brookings County Board of County Commissioners

Attest: \_\_\_\_\_  
Janet Willmott, Auditor  
Brookings County

Motion by Larson, seconded by Negstad, to approve and authorize Chairperson Falken to sign the Relocation, Displacement, and Acquisition Plan for the CDBG Brookings Domestic Abuse Shelter Project. Role Call Vote: Larson "Aye," Negstad "Aye," Santema "Aye," Klavetter "Aye," Falken "Aye." Motion passes.

## **ADJOURNMENT**

Chairperson Falken declared the meeting adjourned until 8:30am Tuesday, February 15, 2005.

It is the policy of Brookings County, South Dakota, not to discriminate against the Handicapped in Employment or the Provision of Service. The County of Brookings is responsive to requests for communication aids and the need to provide appropriate access, and will provide alternative formats and accessible locations consistent with the Americans with Disabilities Act.

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Kelly Bakken  
Deputy Auditor  
Brookings County Auditor's Office